



DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION SOUTHWEST
937 NO. HARBOR DR.
SAN DIEGO, CA 92132-0058

IN REPLY REFER TO:

COMNAVREGSWINST 7510.1

N80
04 NOV 2002

COMNAVREGSW INSTRUCTION 7510.1

Subj: NAVY PURCHASE CARD RULE VIOLATIONS AND APPLICABLE
ADMINISTRATIVE ACTIONS

Ref: (a) EBUSOPSOFFINST 4200.1(series)

1. Purpose. To prescribe uniform standards of administrative actions for Navy Region Southwest's (NRSW) Government Purchase Card program per reference (a).

2. Scope. This notice is applicable to all NRSW Cardholders (CH) and Authorizing Officials (AO).

3. Discussion. This schedule identifies two broad categories of Navy Purchase Card Program rules and administrative actions applicable to violations. In all cases where a potential violation exists, the Activity Program Coordinator (APC) will ensure:

a. The Chief of Staff (COS), Assistant Chief of Staff (ACOS), Commanding Officer (CO), Program Manager (PM) and Site Manager are informed of suspected violations.

b. A joint investigation by the PM and the Geographic Activity Program Coordinator (GAPC) is completed within three days.

c. Confirmation of violations.

4. Action.

a. Category "A" violations are instances where the AO and CH fail to, among other things:

(1) Maintain a purchase log.

(2) Properly prepare, sign and file procurement requests.

(3) Maintain required receiving information.

(4) Execute or authorize purchases that exceed "dollar per period" limits.

(5) Certify monthly e-statement by published deadline.

b. Category "A" Administrative Actions

(1) First violation. The APC will suspend CH and AO accounts for two weeks and direct both to attend remedial training within one week of the date the violation is reported or discovered by audit.

(2) Second violation. The CH's account is cancelled. The AO's account is suspended. The APC notifies the COS, ACOS, CO, PM and Site Manager. The COS may direct cancellation of the AO's account.

c. Category "B" violations are instances where, the AO and CH, among other things:

(1) Procure goods or services that are not for government use.

(2) Execute split purchases (using multiple transactions to circumvent the micro-purchase threshold of \$2,500).

(3) Execute buys that exceed the \$2,500 micro-purchase threshold.

(4) Procure prohibited items.

d. Category "B" Administrative Action: Based on the results of an investigation, the APC confirms the violation and notifies the COS, ACOS, CO, PM, and Site Manager. The COS may direct cancellation of the accounts.

e. Whenever any of the above violations occur and a prima facie determination can be made that the violation occurred as a result of gross negligence, intent to commit fraud or obtain personal gain, the COS, ACOS, CO, PM and Site Manager will be notified; a request for formal investigation will be forwarded to the CO and Comptroller; and all involved accounts will be closed immediately.

f. The NRSW Resource Management Office will provide guidance and additional training upon request.

5. These administrative actions relate solely to the conditions of an individual's use of the government purchase card. They do not constitute disciplinary or adverse action, the determination of which is the responsibility of the cardholder's immediate

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supervisor and chain of command. In the event that an investigation reveals possible actionable misuse of the card, the cognizant CO and Site Human Resources Office must be consulted to assist in determination as to the appropriateness of initiating disciplinary or adverse action for all civilian cardholders. Possible actionable misuse by military cardholders will be referred to their chain of command for disposition.



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